UNITED
NATIONS

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Secretariat

ST/SGB/1998/3
23 February 1998

SECRETARY-GENERAL'S BULLETIN

ORGANIZATION OF THE SECRETARIAT OF THE ECONOMIC COMMISSION FOR EUROPE

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the secretariat of the Economic Commission for Europe, promulgates the following:

Section 1

General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

Section 2

Functions and organization

2.1 The secretariat of the Economic Commission for Europe (ECE):

(a) Provides substantive secretariat services and documentation for the Commission and its subsidiary organs;

(b) Supports the development by its member States of norms and standards and conventions that facilitate understanding and harmonious economic relations between all the countries of the ECE region, despite their diversity, and their integration into the European and world economy;

(c) Produces statistics, information and analysis on all the countries of the region and on their increasing interdependence;

(d) Provides advisory services to Governments, at their request, and plans, organizes and executes operational activities relating to transition to a market economy or integration within the region;

(e) Organizes conferences and intergovernmental and expert group meetings, training workshops, symposia and seminars;

(f) Cooperates with the secretariats of other international organizations active in Europe, in particular those of regional institutions and subregional groupings, taking into account the proven advantage of the organizations concerned so as to avoid duplication;

(g) Coordinates ECE activities with those of the major departments/offices of the United Nations at Headquarters, specialized agencies and European institutions and intergovernmental organizations, with a view to avoiding duplication, ensuring complementarity and exchanging information.

2.2 The Secretariat is divided into organizational units, as described in the present bulletin.

2.3 The Secretariat is headed by an Executive Secretary. The Executive Secretary and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3

Executive Secretary

3.1 The Executive Secretary is accountable to the Secretary-General.

3.2 The Executive Secretary is responsible for all the activities of ECE, as well as its administration; provides the Secretary-General with advice and support on economic matters relating to the region, in particular to countries with economies in transition; maintains contacts on behalf of the Secretary-General with individual Governments or groups of countries in the field of economic cooperation; directs substantive support and secretariat services to the Commission and its subsidiary organs, as well as to the Economic and Social Council and to other departments/offices of the United Nations Secretariat, specialized agencies, intergovernmental and non-governmental organizations and the media; and coordinates and maintains liaison with other United Nations bodies active in the economic and social fields, in particular within the framework of the Executive Committee for Economic and Social Affairs.

Section 4

Office of the Executive Secretary

4.1 The Office of the Executive Secretary is headed by the Special Assistant to the Executive Secretary, who also serves as the Secretary of the Commission.

The Special Assistant to the Executive Secretary is accountable to the Executive Secretary.

4.2 The Office of the Executive Secretary is responsible for the executive direction, management, policy guidance and leadership of the Secretariat, which includes the coordination of the work of the Commission; programming and programme performance; the relations with Governments; the coordination with, and reporting to, United Nations Headquarters - the Secretariat, the Economic and Social Council and the General Assembly; the relations with other United Nations entities and with non-United Nations organizations; and the external promotion of ECE and public information.

Section 5

Deputy Executive Secretary

5.1 The Deputy Executive Secretary is accountable to the Executive Secretary.

5.2 The Deputy Executive Secretary assists and advises the Executive Secretary in the executive direction and management of the Secretariat; deputizes for the Executive Secretary when required and represents him at meetings and delivers statements and messages on his behalf; supervises ECE operational activities and directs those which involve several countries and divisions of ECE; maintains external relations related to the work and operational activities of ECE with government representatives in countries concerned and senior officials or representatives of international organizations and European institutions; and coordinates ECE programme activities of a cross-sectoral nature as delegated by the Executive Secretary.

Section 6

Administrative and Conference Services Unit

6.1 The Administrative and Conference Services Unit is headed by a Chief who is accountable to the Executive Secretary.

6.2 The Administrative and Conference Services Unit, in addition to those functions set out in section 7 of Secretary-General's bulletin ST/SGB/1997/5, deals with all issues related to staff administration, budgetary and financial matters and general services, as well as conference and documentation services.

Section 7

Coordinating Unit for Operational Activities

7.1 The Coordinating Unit for Operational Activities is headed by a Chief who is accountable to the Executive Secretary through the Deputy Executive Secretary. The Unit deals with issues and activities that, within the ECE mandate, respond to the needs of specific groups of countries.

7.2 The Unit coordinates or organizes seminars and workshops in all sectors, but in particular in areas no longer covered by intergovernmental bodies.

Section 8

Environment and Human Settlements Division

8.1 The Environment and Human Settlements Division is headed by a Chief who is accountable to the Executive Secretary.

8.2 The core functions of the Division are as follows:

(a) Servicing the Committee on Environmental Policy, the Committee on Human Settlements and their subsidiary organs and the Executive Body of the Convention on Long-range Transboundary Air Pollution;

(b) Elaborating and servicing implementation of regional legally binding instruments on air pollution, water management, environmental impact assessment, industrial accidents and public information and participation;

(c) Providing assistance to ECE member States in promoting and strengthening cooperation in the fields of environment protection, sustainable development and human settlements through coordination of national, subregional, regional and global objectives and convergence of national policies and practices in those fields;

(d) Undertaking national environmental performance reviews in countries with economies in transition;

(e) Coordinating regional and interregional activities as a follow-up to the United Nations Conference on Environment and Development;

(f) Providing substantive services to the Environment for Europe process, in particular for the preparation of and the follow-up to ministerial meetings organized within that framework;

(g) Contributing to the regional follow-up to the United Nations Conference on Human Settlements (Habitat II);

(h) Undertaking studies and disseminating information and policy analysis on specific human settlements topics and preparing soft law texts in the form of strategies, recommendations and guidelines to ECE Governments;

(i) Providing advisory services to countries with economies in transition in respect of all of the above.

Section 9

Transport Division

9.1 The Transport Division is headed by a Chief who is accountable to the Executive Secretary.

9.2 The core functions of the Division are as follows:

(a) Servicing the meetings of the Inland Transport Committee and its subsidiary organs, as well as those of Economic and Social Council bodies on the transport of dangerous goods;

(b) Promoting regional and subregional cooperation among ECE member States aimed at the development of an integrated transport system in the ECE region and the facilitation of international road, rail, inland water and combined transport;

(c) Elaborating, harmonizing, administering, updating and promoting international legal instruments in the field of transport;

(d) Providing assistance in the proper implementation of those legal instruments;

(e) Providing assistance in the identification of obstacles to the development of international transport and in the formulation of policies and measures aimed at the facilitation of international transport in the region, while improving its safety and environmental performance;

(f) Promoting cooperation of customs authorities in facilitating international road and rail traffic through simplification and harmonization of border-crossing procedures;

(g) Collecting, analysing and disseminating information on transport trends, developments and data in the ECE region.

Section 10

Statistical Division

10.1 The Statistical Division is headed by a Chief who is accountable to the Executive Secretary.

10.2 The core functions of the Division are as follows:

(a) Acting as the secretariat of the Conference of European Statisticians, servicing its plenary session and expert meetings and conducting follow-up work associated with the latter meetings;

(b) Coordinating through the Conference all international statistical work in the ECE region;

(c) Preparing the integrated presentation of ECE statistical work and that of other international and supranational organizations working in the ECE region;

(d) Improving national statistics and promoting coordination and uniformity of concepts for all countries in the region and in response to the emerging needs of countries with economies in transition through the organization of intergovernmental meetings in various fields of economic, social and demographic statistics, the preparation of guidelines and publications on methods and techniques and the provision of regional advisory services and technical assistance;

(e) Cooperating in the development of international standards for the electronic exchange of statistical messages in the framework of the Western European Electronic Data Interchange for Administration, Commerce and Transport Board;

(f) Providing the Economic Analysis Division of the Commission with macroeconomic and other statistics for the Economic Survey of Europe and for other economic research;

(g) Providing for the Commission's information systems and graphic design requirements.

Section 11

Trade, Industry and Enterprise Development Division

11.1 The Trade, Industry and Enterprise Development Division is headed by a Chief who is accountable to the Executive Secretary.

11.2 The core functions of the Division are as follows:

(a) Servicing the Committee on Trade, Industry and Enterprise Development, the Timber Committee and their subsidiary organs and the Centre for Facilitation of Procedures and Practices for Administration, Commerce and Transport;

(b) Promoting regional cooperation on trade and investment promotion and enterprise development;

(c) Providing guidelines and assistance to the countries with economies in transition in formulating policies aimed at trade reforms, facilitating interregional trade, developing new business operators and promoting foreign investment;

(d) Facilitating the exchange of experience and policy debates on restructuring of industry in ECE member countries, including in the chemical and steel industries, and the transformation of countries with economies in transition to a market economy;

(e) Defining and setting standards and recommendations for trade facilitation and agricultural produce and analysing the related policy issues;

(f) Monitoring and analysing the sustainable development of the forest and forest produce sector in the ECE region;

(g) Providing substantive support to the Economic Forum of the Organization for Security and Cooperation in Europe and to seminars organized by the latter in the fields of trade and investment.

Section 12

Economic Analysis Division

12.1 The Economic Analysis Division is headed by a Chief who is accountable to the Executive Secretary.

12.2 The core functions of the Division are as follows:

(a) Providing regular analysis of current economic developments in member States, economic relationships between them and with the rest of the world;

(b) Drawing attention to and conducting policy-oriented research on structural economic problems and issues, in particular those related to economic transformation in the countries with economies in transition;

(c) Producing publications on the above-mentioned issues, in particular through the Economic Survey of Europe;

(d) Providing assistance in the process of economic integration between member States of the region;

(e) Studying demographic developments in the ECE region within the framework of the implementation of the Programme of Action of the 1994 International Conference on Population and Development, focusing on ageing, fertility and family and international migration;

(f) Organizing and servicing an annual seminar on a special topic to precede the annual meeting of the Commission.

Section 13

Division for Sustainable Energy

13.1 The Division for Sustainable Energy is headed by a Chief who is accountable to the Executive Secretary.

13.2 The core functions of the Division are as follows:

(a) Servicing the Committee on Sustainable Energy and its subsidiary organs;

(b) Promoting regional and subregional cooperation in the energy field;

(c) Providing assistance and information on energy resources, their exploration, production, upgrading, conversion, transmission, distribution, storage and uses in all parts of the ECE region;

(d) Providing assistance to countries with economies in transition to help implement market-oriented energy policies and market-based energy reforms, in particular in the fields of coal, gas and electric power;

(e) Elaborating strategies and policies for the development of sustainable energy systems, to promote the efficient use of energy and to develop norms and standards in order to facilitate the societal transition to more sustainable forms of development;

(f) Managing the execution of the Energy Efficiency 2000 Project to promote the implementation of strategies to enhance energy efficiency, standards and investments;

(g) Working with the ECE Gas Centre to build up and strengthen human resources and institutional capacities in order to promote the development of a market-based gas industry in economies in transition.

Section 14

Final provisions

14.1 The present bulletin shall enter into force on 1 March 1998.

14.2 The Secretary-General's bulletin of 29 February 1996, entitled "Functions and organization of the Secretariat of the Economic Commission for Europe" (ST/SGB/Organization, Section: ECE), is hereby abolished.

(Signed) Kofi A. ANNAN
Secretary-General

UNITED NATIONS

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Secretariat

ST/SGB/1998/4
1 March 1998

SECRETARY-GENERAL'S BULLETIN

ORGANIZATION OF THE SECRETARIAT OF THE ECONOMIC COMMISSION FOR AFRICA

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the Secretariat of the Economic Commission for Africa,[1] promulgates the following:

Section 1

General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

Section 2

Functions and organization

2.1 The Secretariat of the Economic Commission for Africa:

(a) Identifies and highlights the major economic and social development policies and concerns with a view to promoting policies and strategies for Africa's development;

[1] The Economic Commission for Africa was established by the Economic and Social Council in its resolution 617 A (XXV) of 29 April 1958. That resolution was subsequently complemented by Council resolutions 974 D (XXXVI) of 5, 24 and 30 July 1963, 1343 (XLV) of 18 July 1968 and 1978/68 of 4 August 1978 and General Assembly resolution 32/197 of 20 December 1977.

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(b) Promotes policy measures and actions for implementing various regional strategies and initiatives, including eliciting the support of the international community in support of that effort;

(c) Undertakes research and analysis on the economic and social situation of the countries in the region;

(d) Provides a forum for articulating common positions on regional and international economic and social policy issues;

(e) Promotes regional cooperation and integration, including developing agreements or conventions on transnational issues;

(f) Provides technical advisory services to Governments and intergovernmental organizations;

(g) Formulates and promotes development assistance programmes and projects for the benefit of member States and their intergovernmental organizations.

2.2 The Secretariat is divided into organizational units, as described in the present bulletin.

2.3 The Secretariat is headed by the Under-Secretary-General, the Executive Secretary. The Executive Secretary and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3

The Under-Secretary-General, the Executive Secretary

3.1 The Under-Secretary-General, the Executive Secretary, is accountable to the Secretary-General.

3.2 The Executive Secretary is responsible for all the activities of the Economic Commission for Africa, as well as its administration; advises the Secretary-General on matters concerning economic and social development in Africa; represents the Secretary-General on special assignments relating to economic and social policy issues on Africa; acts as a focal point in the secretariat on matters concerning Africa's economic and social development; and maintains close contact with representatives of member States and associate member States, as well as with other departments and offices of the United Nations Secretariat, the specialized agencies and intergovernmental and non-governmental organizations.

3.3 The Executive Secretary is assisted by a Deputy Executive Secretary and an office whose core functions are as follows:

(a) Assisting the Executive Secretary in the overall direction and management of the Commission;

(b) Advising the Executive Secretary on substantive policy issues and deals with management issues;

(c) Providing advice on protocol matters regarding the work of the Commission;

(d) Initiating and coordinating the servicing of all meetings of the organs of the intergovernmental machinery of the Commission;

(e) Facilitating follow-up on the implementation of resolutions and decisions adopted by organs of the intergovernmental machinery of the Commission;

(f) Assisting the Chairman of the Commission and its subsidiary bodies in conducting meetings;

(g) Providing an effective publication and information service for better understanding of the Commission's role, mandate and work.

Section 4

African Centre for Women

4.1 The African Centre for Women is headed by a Chief who is accountable to the Executive Secretary.

4.2 The core functions of the Centre are as follows:

(a) Promoting the mainstreaming of gender issues in all the programmes of the Commission;

(b) Providing advisory services on policies and strategies intended to further the integration of women in development;

(c) Promoting policies and strategies aimed at enhancing the integration of women in development in Africa;

(d) Formulating and implementing multisectoral and sectoral projects in research and training for the advancement of African women;

(e) Promoting research on needs assessment and constraints to the integration of women in development, including cultural barriers;

(f) Developing, in collaboration with relevant national, regional and international institutions, appropriate programmes for the participation of women in development;

(g) Organizing and servicing meetings, seminars, workshops and conferences relating to the integration of women in development in Africa;

(h) Monitoring the implementation of sectoral and global action programmes for women, including those derived from the world conferences on women;

(i) Maintaining liaison with all agencies and organizations within and outside the United Nations system cooperating with the Centre.

Section 5

Economic and Social Policy Division

5.1 The Economic and Social Policy Division is headed by a Chief who is accountable to the Executive Secretary.

5.2 The core functions of the Division are as follows:

(a) Collecting, producing and analysing information on the economic situation in the region;

(b) Preparing annual surveys of the economic and social conditions in the African region;

(c) Disseminating information relating to experience on best practices of specific aspects of economic management within Africa;

(d) Conducting studies on member States' policies on growth, economic reforms, domestic resource mobilization, international financial flows and trade, external debt and exchange rate management;

(e) Preparing medium- and long-term sectoral and global perspective studies;

(f) Providing assistance to African countries in formulating and implementing their development policies and strategies;

(g) Monitoring and reporting on the social conditions in Africa and publishing reports for distribution to Governments of member States, research institutions and universities;

(h) Analysing and monitoring poverty trends and situations in countries of the region and making recommendations on measures for poverty reduction;

(i) Addressing issues of reform of higher education and assisting member States in the design, strengthening and implementation of appropriate strategies and programmes to revitalize higher education;

(j) Conducting studies on, and assisting member States in, devising guidelines and programmes for human resource development;

(k) Monitoring and reporting on the special programmes of action devoted to Africa, including the United Nations New Agenda for the Development of Africa in the 1990s, the United Nations System-wide Special Initiative on Africa, the Programme of Action for the Least Developed Countries for the 1990s and the special programme for small islands and land-locked States;

(l) Maintaining liaison and serving as focal point for the Commission's activities with agencies of the United Nations system on the implementation of special programmes and initiatives devoted to Africa.

Section 6

Food Security and Sustainable Develcpment Division

6.1 The Food Security and Sustainable Development Division is headed by a Chief who is accountable to the Executive Secretary.

6.2 The core functions of the Division are as follows:

(a) Assisting member States to design and implement measures to enhance food security;

(b) Monitoring and evaluating agricultural policies, plans and programmes in member States and disseminating findings of best practices;

(c) Contributing to the establishment and/or strengthening of mechanisms for agreeing on rules and regulations among countries of the region for equitable management of shared water resources and promoting integrated water resource management;

(d) Undertaking and disseminating studies on issues of food security;

(e) Providing support to member States and their intergovernmental organizations in formulating and implementing policies relating to issues of population dynamics, human settlements and environmental sustainability;

(f) Assisting member States to build and improve capacities for analysing and managing policies necessary to address the issues of population, human settlements and environmental sustainability in their interrelated nature through high-level policy dialogue to raise awareness and institutionalize capabilities, training and the strengthening of government policy centres;

(g) Promoting the application of science and technology with a view to ensuring sustainable development;

(h) Providing support to member States in monitoring the implementation at the national level of the series of globally and regionally agreed programmes and conventions that have been developed for population, human settlements and environmental sustainability;

(i) Assisting member States in the development and strengthening of databases relating to issues of and in the application of relevant research findings for related policy formulation and implementation;

(j) Identifying and disseminating best practices in the areas of population, human settlements and environmental sustainability and application of science and technology to address those issues.

Section 7

Development Management Division

7.1 The Development Management Division is headed by a Chief who is accountable to the Executive Secretary.

7.2 The core functions of the Division are as follows:

(a) Assisting member States in improving their public administration by focusing on measures to enhance accountability, facilitating decentralization of administrative power and strengthening civil service systems by helping to install indicators for better civil service performance;

(b) Conducting studies on major issues and problems in public administration in Africa;

(c) Disseminating findings concerning best practices in the management of the public sector from within and outside Africa;

(d) Providing technical advisory services to member States in improving the effectiveness and efficiency of the public sector;

(e) Supporting Governments of member States in fostering an enabling environment for the development of entrepreneurship;

(f) Assisting member States in formulating regulatory frameworks conducive to private sector operations;

(g) Conducting studies, including comparative analyses of best practices, on policies and actions that foster micro-enterprises;

(h) Providing advice to member States on appropriate industrial polices and strategies for small and medium-size enterprises;

(i) Providing advisory services to member States through review of industrial plans, formulation of industrial projects and conducting seminars and planning workshops;

(j) Maintaining liaison and coordinating with United Nations organizations involved in connection with activities of the United Nations Industrial Development Decade for Africa;

(k) Assisting in promoting dialogue between governmental and civil society organizations through the organization of policy forums and round tables;

(l) Developing and promoting strategies for greater popular involvement in decision-making relating to public policies;

(m) Providing support for the strengthening of civil society organizations in African countries by organizing seminars and workshops on issues relating to enhancing their institutional capacity.

Section 8

Development Information Services Division

8.1 The Development Information Services Division is headed by a Chief who is accountable to the Executive Secretary.

8.2 The core functions of the Division are as follows:

(a) Providing support to countries of the region in the development of their information technology infrastructure;

(b) Organizing information on Africa's development, in particular regional information, for dissemination on the Internet;

(c) Developing norms and standards for the collection and dissemination of data, information and documentation;

(d) Providing technical advisory services and training in the use of modern technology, software and equipment for the development, storage, processing and dissemination of information;

(e) Conducting research on statistical methods and promoting harmonization of national accounting and statistics through the adoption of international statistical classifications;

(f) Developing and implementing programmes of technical assistance to African countries on the establishment and/or improvement of conceptual and operational statistical analyses;

(g) Assisting member States in conducting censuses and surveys;

(h) Developing necessary and relevant statistical data (numeric and non-numeric) to facilitate planning, monitoring and evaluation of social and economic progress in the region;

(i) Supporting the development of national data-processing capabilities with a view to the improvement of quality, relevance, timeliness and inter-country comparability of statistical data and facilitating access to national, subregional and regional databases;

(j) Maintaining a regional database to support the Commission's analytical and research needs and serving as a regional service centre for data on Africa's economic, social, demographic and environmental statistics;

(k) Providing advisory services to member States to assist in establishing an efficient infrastructure for the collection, processing, analysis and dissemination of social and economic statistics;

(l) Organizing the Commission's publications in a user-friendly manner for dissemination to member States, universities and research institutions within and outside Africa;

(m) Providing library services to divisions of the Commission, member States, subregional centres and other institutions and to Africa's development partners;

(n) Collecting, cataloguing and classifying relevant publications from African and international sources, including the United Nations system;

(o) Acting as a depositary for publications of the United Nations system.

Section 9

Regional Cooperation and Integration Division

9.1 The Regional Cooperation and Integration Division is headed by a Chief who is accountable to the Executive Secretary.

9.2 The core functions of the Division are as follows:

(a) Promoting policies and programmes aimed at strengthening the process of economic cooperation and integration in furtherance of the Abuja Treaty establishing the African Economic Community;

(b) Providing assistance for strengthening the various economic communities at the subregional level;

(c) Conducting studies on issues and problems that have a significant impact on regional cooperation and integration, including intra-African trade, regional trade liberalization and payment arrangements, and making necessary recommendations;

(d) Assisting in the formulation of regional economic policies and programmes and the creation of effective regional and interregional arrangements by identifying relevant projects for economic cooperation and integration;

(e) Disseminating information on economic cooperation at the regional, subregional and country levels in Africa;

(f) Facilitating inter-country cooperation in the field of energy and mineral resources by identifying opportunities for cross-border trade and investment among countries of the region;

(g) Providing support for national, subregional and regional capabilities for the exploration and compilation of data on natural resources and energy;

(h) Providing technical advisory service for increased public and private sector cooperation within and among countries of the region;

(i) Collecting, analysing and disseminating appropriate data on existing communications infrastructures in Africa and assisting African countries in their efforts to benefit fully from new technical developments;

(j) Assisting member States in mobilizing resources for the financing of transport and communications infrastructures;

(k) Organizing regional meetings and workshops related to the improvement of infrastructure and transport operations in Africa in order to promote subregional, regional and interregional cooperation in the field of transport and communications;

(l) Reviewing and developing programmes and operational projects aimed at strengthening national, subregional and regional capabilities in transport and communications, policy development and coordination;

(m) Promoting cooperation among member States in various modes of transport for efficient and cost-effective movement of persons and goods, including cooperation in the fields of customs and insurance;

(n) Maintaining liaison and coordinating with United Nations organizations involved in connection with activities of the Transport and Communications Decade in Africa.

Section 10

Subregional development centres

10.1 There are five subregional development centres[2] established to bring the services of the Economic Commission for Africa closer to the member States and subregional groupings at the level of each of the Commission's subregions. Each subregional development centre is headed by a Director who is accountable to the Executive Secretary.

10.2 The core functions[3] of the subregional development centres are as follows:

(a) Acting as operational arms of the Economic Commission for Africa at the country and subregional levels and catalysts to leverage the Commission's resources;

(b) Serving as instruments for ensuring harmony between subregional and regional programme orientations and those defined by the strategic directions of the Commission;

(c) Providing advisory services to member States, regional economic communities and subregional development operators;

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[2] Formerly called the multinational programming and operational centres (MULPOCs), the subregional development centres were established by the Commission in its resolution 311 (XIII) of 1 March 1977, as amended by its resolution 702 (XXV) of 19 May 1990.

[3] These functions were approved by the Commission in its resolution 828 (XXXII) of 8 May 1997.

(d) Facilitating subregional economic cooperation, integration and development;

(e) Promoting gender issues;

(f) Acting as centres for policy dialogue;

(g) Collecting and disseminating information;

(h) Serving as facilitators of the integration activities of organizations of the United Nations system operating within the subregions.

Section 11

Programme Planning, Finance and Evaluation Division

11.1 The Programme Planning, Finance and Evaluation Division is headed by a Chief who is accountable to the Executive Secretary.

11.2 The Division consists of three organizational units, namely, the Policy Planning and Programme Development Section, the Budget and Finance Section and the Monitoring and Evaluation Section. Each section is headed by a Chief who is accountable to the Chief of the Division.

11.3 The core functions of the Policy Planning and Programme Development Section are as follows:

(a) Providing assistance to various organizational units of the Economic Commission for Africa secretariat in the formulation and preparation of their respective medium-term plans and programme budgets;

(b) Assisting in the development of an integrated programme of work and priorities and in the assignment of the corresponding resources;

(c) Providing services to the inter-divisional standing or ad hoc task forces on cross-sectoral issues specific or relevant to Africa;

(d) Initiating and developing policy papers on strategic orientation for the Commission;

(e) Coordinating secretariat-wide efforts in preparation of major policy documents for United Nations Headquarters in areas of policy and programme management;

(f) Coordinating the substantive preparation and organization of the annual sessions of the Commission;

(g) Coordinating the Commission's technical cooperation programmes and assisting in relevant resource mobilization activities;

(h) Formulating, in collaboration with the substantive divisions, projects for funding from United Nations Trust Fund for African Development resources and from bilateral and relevant multilateral agencies;

(i) Preparing and updating profiles of individual bilateral and multilateral funding agencies, determining their requirements and formulating project proposals based on the profiles;

(j) Maintaining contacts with donors and executing agencies during project execution.

11.4 The core functions of the Budget and Finance Section are as follows:

(a) Establishing procedures and practices for the control and maintenance of accounts for regular and extrabudgetary funds;

(b) Proving guidance on the application of financial policies and regulations and ensuring their consistent application;

(c) Preparing and submitting financial statements to United Nations Headquarters for inclusion in the annual financial reports of the Secretary-General;

(d) Providing financial statements, analyses and reconciliation of the accounts at Commission headquarters and the subregional development centres;

(e) Providing to the certifying officers and the fund managers the monthly allotment status reports to ensure meeting of obligations and expenditures, and assisting in reviewing the validity of outstanding obligations and cancelling, on behalf of the Controller, those considered to be invalid;

(f) Preparing, in consultation with programme managers, programme budget submissions for the Commission;

(g) Coordinating and monitoring the use of the resources of the United Nations regular programme of technical cooperation made available to the Commission;

(h) Serving as the focal point for audit and other financial investigations.

11.5 The core functions of the Monitoring and Evaluation Section are as follows:

(a) Establishing procedures for systematic monitoring and evaluation of the progress made in the implementation of work programmes, obtaining progress reports from organizational units and assisting in reviewing those reports and in formulating pertinent recommendations of the Executive Secretary;

(b) Assessing activities in terms of their relevance to their original objectives and monitoring the utilization of programme resources;

(c) Monitoring the progress in the implementation of work programmes and evaluating their results and impacts.

Section 12

Human Resources and Systems Services Division

12.1 The Human Resources and Systems Service Division is headed by a Chief who is accountable to the Executive Secretary.

12.2 The Division consists of three organizational units, namely, the Human Resources Services Section, the Technology Systems Services Section and the Health Services Section. Each section is headed by a Chief who is accountable to the Chief of the Division.

12.3 The core functions of the Human Resources Services Section are as follows:

(a) Undertaking the recruitment and management of local and international personnel under the 100, 200 and 300 series of the Staff Rules, as well as consultants, interpreters, translators and individual contractors under special service agreements;

(b) Organizing of appropriate training programmes;

(c) Administering classification of posts and reviewing the accuracy and completeness of job descriptions for Professional and General Service posts at Addis Ababa and in the subregional development centres;

(d) Disseminating information on career development issues of staff;

(e) Maintaining close contacts with the Office of Human Resources Management at Headquarters in order to ensure the application of the Staff Rules and Regulations;

(f) Assisting staff members in securing residential accommodation and in general personnel-related matters affecting their welfare;

(g) Administering conditions of service in accordance with the Staff Rules and Regulations;

(h) Serving as Secretary of the Inter-divisional Committee on Training and Fellowships of the Economic Commission for Africa;

(i) Organizing language training and induction/orientation courses for new staff members and administering the G to P examinations;

(j) Placing staff for external study programmes at training institutions abroad.

12.4 The core functions of the Technology Systems Services Section are as follows:

(a) Designing, managing, installing and maintaining all automation and telecommunications systems at the Commission, including the installation and management of the United Nations satellite telecommunications network;

(b) Providing support for the operation and maintenance of the Integrated Management Information System;

(c) Assessing the relevance and utility of all new software packages to be used in the secretariat;

(d) Coordinating and implementing policies on electronic data-processing and information systems determined by the United Nations or defined by the Executive Secretary.

12.5 The core functions of the Health Services Section are as follows:

(a) Providing medical and related services to staff of the Commission and other United Nations organizations in Addis Ababa and their dependants;

(b) Arranging, as necessary, medical evaluation for United Nations staff and their dependants.

Section 13

Conference and General Services Division

13.1 The Conference and General Services Division is headed by a Chief who is accountable to the Executive Secretary.

13.2 The Division consists of four organizational units, namely, the Conference Services Section, the General Services Section, the Facilities Maintenance Unit and the Security Unit. Each section/unit is headed by a Chief who is accountable to the Chief of the Division.

13.3 The core functions of the Conference Services Section are as follows:

(a) Providing technical and administrative support to meetings held as part of the regular substantive programme of the Commission, including arrangements for the translation and processing of relevant documents;

(b) Acting as Secretary to the Documents and Publications Control Board;

(c) Providing conference facilities, allocating conference rooms and assigning interpreters, if required, for all conferences, meetings, workshops and seminars held at Africa Hall;

(d) Planning conference requirements with the chiefs of division of the Commission and other United Nations organizations and government authorities;

(e) Compiling statistics on meetings;

(f) Providing interpretation and servicing of Commission meetings under the regular budget;

(g) Producing, designing, reproducing and desktop publishing the Commission's documents and publications, including documents for meetings;

(h) Translating, proofreading and editing relevant documentation generated by the Commission under the regular budget in the official languages of the Commission;

(i) Maintaining document referencing for the purpose of accurate translation;

(j) Managing and maintaining the United Nations Conference Centre at Addis Ababa;

(k) Maintaining liaison with the Overseas Property Management Unit at Headquarters.

13.4 The core functions of the General Services Section are as follows:

(a) Arranging the procurement and delivery of equipment, supplies and services for the secretariat of the Commission and the subregional development centres;

(b) Undertaking inventory control, disposal of property, transport and transport maintenance and travel arrangements;

(c) Providing services to the Committee on Contracts, the Bids Committee and the Property Survey Board;

(d) Overseeing commercial and revenue-producing activities on the compound;

(e) Designing and implementing major alterations on the compound and supervising the work of contractors.

13.5 The core functions of the Facilities Maintenance Unit are as follows:

(a) Providing support services, including building and commercial services;

(b) Maintaining United Nations property, including buildings, generators, elevators, plumbing and electrical systems;

(c) Providing communications support services.

13.6 The core functions of the Security Unit are as follows:

(a) Providing security and safety services on the premises of the Commission's headquarters and for United Nations-related meetings and conferences;

(b) Overseeing arrangements for providing security for United Nations staff in Addis Ababa and maintaining an emergency security plan in consultation with United Nations Headquarters.

Section 14

Final provisions

14.1 The present bulletin shall enter into force on 1 April 1998.

14.2 Secretary General's bulletin of 20 April 1995, entitled "Organizational Manual: Functions and organization of the secretariat of the Economic Commission for Africa" (ST/SGB/Organization, Section: ECA), is hereby abolished.

(Signed) Kofi A. ANNAN
Secretary-General